

# Telework Catalog Guide

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BERKELEY LAB - FMS MFATKINSON FMSTST 2020-06-29 13.15.07

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Monday June 29, 2020

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## Welcome to the eBuy Marketplace

**HOW TO SHOP** *(More in Tips and Tutorials)*

**Search By Keyword**  
with Search box above

**Find a Supplier / Product Type**  
with All Suppliers above

**Order a Non-Catalog Item**  
with e-Forms above

**Access the Telework Catalog Here**

**FREQUENTLY USED SUPPLIERS & TELEWORK CATALOG**  
For commonly purchased Lab items, click on a logo at right and go directly to the appropriate catalog  
For telework items, [click here](#) for guidance on how to enter your remote location address at checkout.



Telework  
Telework Equipment & Supplies



**CDWG**  
PEOPLE WHO GET IT

by Anacapa



IDT



**MSC**  
Industrial Services Co.

by GSS



Newark



element14



MILLIPORE  
SIGMA



STAPLES Advantage

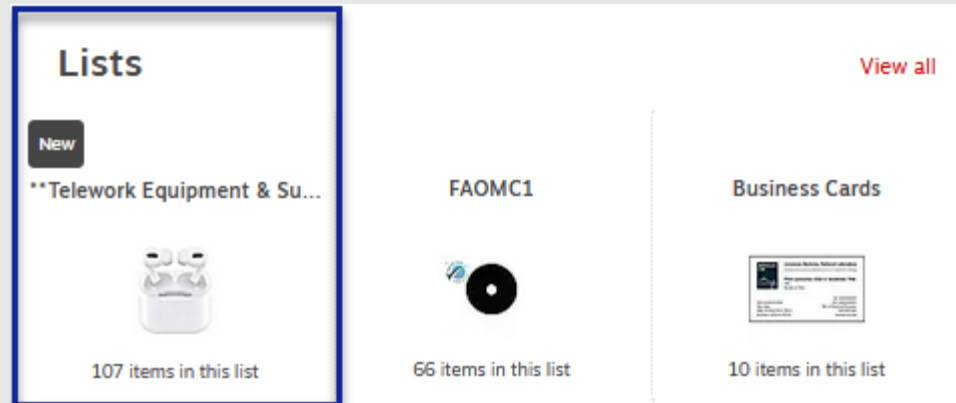


VWR  
We Enable Science

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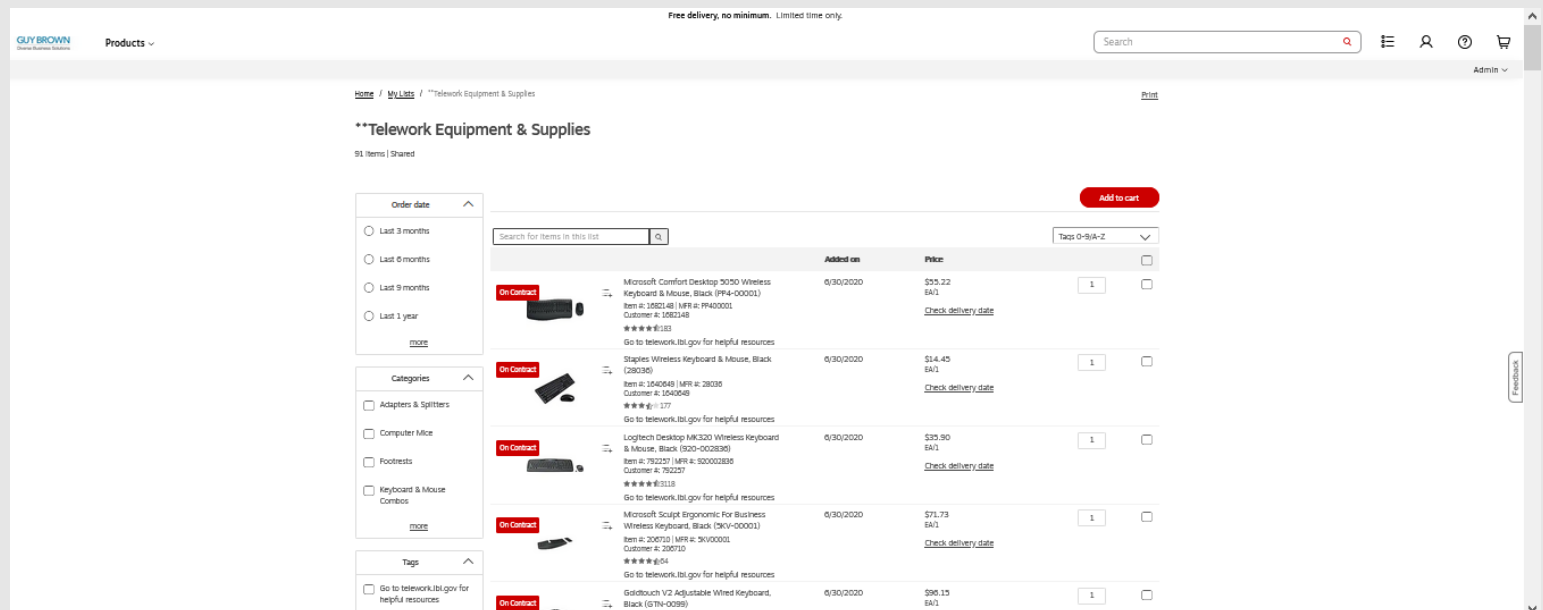
# Telework Catalog Guide

## 1. Shop Pre-approved List of Telework Equipment and Supplies

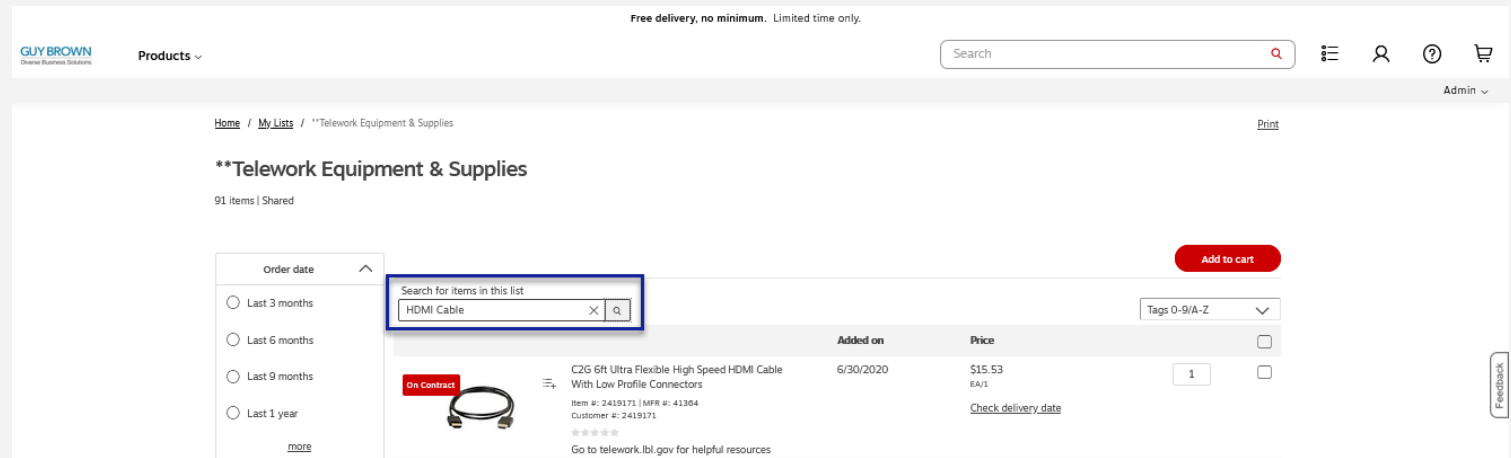


Click on the **LISTS \*\*Telework Equipment & Supplies** image.

A new window will open that lists all of the products in the Telework Equipment & Supplies catalog.

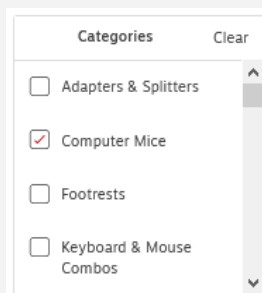


# Telework Catalog Guide



To narrow the list of items to select from, enter a key word or words in the **Telework Equipment & Supplies** search window (**not** the main Search at the top of the page).

In this example, the search for “HDMI Cable” produced one item.



**NOTE:** If you filter by Category, unselect the category before conducting any further searches.

# Telework Catalog Guide

## 2. Add Items to Cart

Search for items in this list

HDMI Cable

×

Q

Tags 0-9/A-Z

▼

|                                                                                                                                                                                                                                                                              | Added on  | Price           |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------|---|
| <div><div>On Contract</div><div></div></div>                                                                                                                                                | 6/30/2020 | \$15.53<br>EA/1 | 1 |
| <div><div>C2G 6ft Ultra Flexible High Speed HDMI Cable With Low Profile Connectors</div><div>Item #: 2419171   MFR #: 41304<br/>Customer #: 2419171</div><div>★★★★★</div><div>Go to <a href="http://telework.lbi.gov">telework.lbi.gov</a> for helpful resources</div></div> |           |                 |   |

Check delivery date

BEFORE you select your pre-approved item, click on the **Check Delivery Date** link to determine if the estimated date will meet your needs. If so, add it to the cart, then checkout. If not, please select another item.

From the cart Review and Checkout screen, you can search for additional items to add to the cart by clicking on the **Guy Brown** logo, and then clicking on the **LISTS \*\*Telework Equipment & Supplies** image (see Step 1).

GUY BROWN

Source Business Solutions

Search

Review & Checkout

Print to pdf

Order Summary

Items (1)

\$15.53

Total

\$15.53

Submit Order

1 item in cart

Delivery

On Contract



C2G 6ft Ultra Flexible High Speed HDMI Cable With Low Profile Connectors

Item #: 2419171 | MFR #: 41304 | CN #: 2419171

1

@ \$15.53 1/EA

\$15.53

Remove

Delivery

\$15.53

# Telework Catalog Guide

## 3. Remote Address Entry

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit LBNL Lawrence Berkeley National Lab

\*Requester SMDAGLIA Daglia, Stephanie M

\*Currency USD

Shipping Method Standard Overnight applies to ALL Req Items. Click to Learn More

Cart Summary: Total Amount 15.53 USD

Expand lines to review shipping and accounting details

Copy Line 1 Project(s) and Activity(s) to All Lines Add More Items

Requisition Lines

| Line | Description                    | Item ID | Supplier         | Quantity | UOM  | Price | Total | Delete |
|------|--------------------------------|---------|------------------|----------|------|-------|-------|--------|
| 1    | C2G 6ft Ultra Flexible High Sp |         | Telework Catalog | 1        | Each | 15.53 | 15.53 |        |

Shipping Line 1

Ship To Address 069-0150 UC LAWRENCE BERKELEY LAB FOR THE US DEPT. OF ENERGY ONE CYCLOTRON ROAD, BLDG. 69 BERKELEY CA 94720

Click here to enter remote location address

Attention To Daglia, Stephanie M

Accounting Lines

\*Distribute By Qty

\*Liquidate By Amt

Accounting Lines

Personalize Find View All First 1 of 1 Last

| Chartfields1 | Chartfields2 | Chartfields3 | Details  | Details 2 | Asset Information | Asset Information 2 |
|--------------|--------------|--------------|----------|-----------|-------------------|---------------------|
| Quantity     | PC Bus Unit  | Project      | Activity | Percent   |                   |                     |
| 1            | LBNL         |              |          | 100.0000  |                   |                     |

Select All / Deselect All

Select lines to: Add to Favorites Add to Template(s) Delete Selected

Click on the Click here to enter remote location address link.



If you are entering the order on behalf of a Requester, you must enter the requester's name in the Requester field and enter the Requester's name in the Attention To field.

# Telework Catalog Guide

Shipping Address

Help

Line Number 1C2G 6ft Ultra Flexible High Sp

Shipping Line 1Ship To Ship to Home

▼ Address ?

Country

Prefix

Postal SearchPhone

Ext

Fax

If you are initiating the order for someone other than yourself, **BEFORE** entering an address here, you must update the **Requester** field to match who the item is being shipped to.

**Start by entering USA** in the Country field (no shipments outside the U.S.), then press the **Tab** key. Required entry fields include Address (**No PO Boxes**), City, State, and Postal Code.

Only one remote location can be accepted per order.

You only need to enter the remote location once on this line. All other lines for the Telework catalog will be shipped to this address.

For more information, see the [Telework Catalog Guide](#)

OK

Cancel

Click in the **Country** field and enter USA (no shipments are allowed outside the U.S.), then press the **Tab** key to open up the additional address fields.

# Telework Catalog Guide

Shipping Address Help

Line Number 1 C2G 6ft Ultra Flexible High Sp

Shipping Line 1 Ship To Ship to Home

▼ Address ?

Country   Prefix

Address 1

Address 2

Address 3

City

Phone

Ext

Fax

Country  Postal

State

If you are initiating the order for someone other than yourself, **BEFORE** entering an address here, you must update the **Requester** field to match who the item is being shipped to.

**Start by entering USA** in the Country field (no shipments outside the U.S.), then press the **Tab** key. Required entry fields include Address (**No PO Boxes**), City, State, and Postal Code.

Only one remote location can be accepted per order.

You only need to enter the remote location once on this line. All other lines for the Telework catalog will be shipped to this address.

For more information, see the [Telework Catalog Guide](#)

OK Cancel

Enter address information for the **Address 1**, **City**, **Postal**, and **State** fields only. The entire order will be sent to this address. If you need to send orders to a separate address, please create a separate requisition.



**Do not enter a Post Office (PO) Address. Staples can only deliver to a valid street address.**

# Telework Catalog Guide

Shipping Address

Help

Line Number 1C2G 6ft Ultra Flexible High Sp

Shipping Line 1Ship To Ship to Home

▼ Address ?

Country USA United States

Prefix

Address 1 1 Main Street

Phone

Address 2 Apt 20

Ext

Address 3

Fax

City Napa

County

Postal 94558

State CA

If you are initiating the order for someone other than yourself, **BEFORE** entering an address here, you must update the **Requester** field to match who the item is being shipped to.

**Start by entering USA** in the Country field (no shipments outside the U.S.), then press the **Tab** key. Required entry fields include Address (**No PO Boxes**), City, State, and Postal Code.

Only one remote location can be accepted per order.

You only need to enter the remote location once on this line. All other lines for the Telework catalog will be shipped to this address.

For more information, see the [Telework Catalog Guide](#)

OK

Cancel

Click on the **OK** button.

# Telework Catalog Guide

## Edit Requisition - Review and Submit

Review the item information and submit the req for approval.



My Preferences



Requisition Settings

### Requisition Summary

Business Unit  Lawrence Berkeley National Lab

Requester  Daglia, Stephanie M

\*Currency

\*Deliver To Location

Requisition Name

Requisition ID 1000310034

Track Batch 2

Shipping Method  Overnight applies to ALL Req items. [Click to Learn More](#)

Cart Summary: Total Amount 15.53 USD

Expand lines to review shipping and accounting details

Copy Line 1 Project(s) and Activity(s) to All Lines

Add More Items

### Requisition Lines

| Line | Description                    | Item ID | Supplier         | Quantity | UOM  | Price | Total | Delete |
|------|--------------------------------|---------|------------------|----------|------|-------|-------|--------|
| 1    | C2G 6ft Ultra Flexible High Sp |         | Telework Catalog | 1        | Each | 15.53 | 15.53 |        |

Shipping Line 1

Ship To SHIPTOHOME

Address 1 Main Street

Napa, CA 94558

Attention To Daglia, Stephanie M

Quantity 1

Price 15.53

Click here to enter remote location address

### Accounting Lines

\*Distribute By Qty

\*Liquidate By Amt

#### Accounting Lines

Personalize | Find | View All | First | 1 of 1 | Last

| Quantity | PC Bus Unit | Project | Activity | Percent  |
|----------|-------------|---------|----------|----------|
| 1        | LBNL        |         |          | 100.0000 |

Select All / Deselect All

Select lines to:

Add to Favorites

Add to Template(s)

Delete Selected

Total Amount 15.53 USD

**Your address appears on Line 1. The entire order will be sent to this address.**

Enter your **Project/Activity** information for all lines (you can click on the **Copy Line 1 Project(s) and Activity(s) to All Lines** button to copy the same information for all lines).

# Telework Catalog Guide

**Requisition Comments**  
Enter requisition comments

☒ Send to Supplier    ☐ Show at Receipt    ☐ Shown at Voucher

**Comments to Approver**  
Enter approval justification for this requisition

Check Budget

Save & submit    Save for Later    Add More Items    Preview Approvals

**Do not enter** any information in the **Requisition Comments** box. Information added to this box **will NOT** be sent to the eBay supplier.

Click on the **Save & submit** button.

# Telework Catalog Guide

## Confirmation

Your requisition has been submitted.

|                  |                     |                 |           |
|------------------|---------------------|-----------------|-----------|
| Requested For    | Daglia, Stephanie M | Number of Lines | 1         |
| Requisition Name | 1000310034          | Total Amount    | 15.53 USD |
| Requisition ID   | 1000310034          |                 |           |
| Business Unit    | LBNL                |                 |           |
| Status           | Approved            |                 |           |
| Budget Status    | Not Checked         |                 |           |



View printable version



Edit This Requisition



Check Budget



Pre-Check Budget

### No approvals required



Create New Requisition



Manage Requisitions

To expedite processing, click the **Check Budget** link.

#### 4. Cancel or Check on the Status of Your Order

If you have questions on your order, you may contact Guy Brown's Telework Catalog Customer Support team at 877.855.0028 and/or [customersupport@guybrown.com](mailto:customersupport@guybrown.com).

#### 5. Item Return Process

If you need to return an item, please refer to this [eBuy Telework Catalog Item Return Process Guide](#) for instructions.